

EDITED TASK LISTING

CLASS: EXPERT EXAMINER

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Assists a State Agency in the conduct of examinations to determine the qualifications of applicants for establishing employment list eligibility utilizing various resources (e.g. test materials, knowledge, interpersonal skills) as needed.
2.	Conducts examinations properly on a legal, highly professional level to ensure the rights of candidates are vigorously protected and that the principles and practices of equal employment opportunity are followed as mandated by the State Civil Service Merit Laws and Rules.
3.	At all times, works with other panel members to build an effective interviewing team utilizing knowledge and interpersonal skills.
4.	Directs the flow of the interview process to ensure responsibilities of the panel members are equally distributed and all questions are covered in the allotted time period utilizing various resources (e.g. knowledge, examining aids) as required.
5.	As required, addresses inappropriate questions, statements and/or behavior on the part of the panel members to ensure interviews are conducted legally and properly using knowledge and interpersonal skills.
6.	As required, addresses inappropriate questions, statements and/or behavior on the part of the candidate to ensure interviews are conducted legally and properly using knowledge and interpersonal skills.
7.	Upon receipt, reviews examination materials to ensure all necessary documents are accounted for in order to conduct the interview process.
8.	As required, completes and audits exam related paperwork (e.g. rating sheets, DQ sheets, interview notes) to ensure compliance with various laws, rules, policies and procedures.
9.	At all times, responsible for the security and confidentiality of all examination material to ensure the examination is not compromised utilizing various resources (e.g. knowledge, policies, procedures, laws, rules).
10.	As required, organizes and returns all examination materials to the Personnel Examining Section to ensure necessary documents are accounted for utilizing various tools, aids, and processes.
11.	Carries and transports examination materials to and from testing sites in order to administer the interview process using various resources (e.g. knowledge, ability, tools, equipment) as necessary.
12.	As required, travels to various testing sites throughout the State of California (e.g. correctional institutions, parole offices, other state agencies) in order to administer the interview process utilizing various resources (e.g. modes of transportation, knowledge).
13.	As required, communicates in a professional and effective manner with others utilizing tact and interpersonal skills to establish and maintain cooperative relationships with those contacted during the course of work and to provide information relevant to the examination process.

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14.	As required, participates in meetings (e.g. orientation, panel consistency, post exam) to understand the examination process and/or provide information relevant to the interview process utilizing various resources (e.g. knowledge, interpersonal skills).
15.	As required, maintains interview notes for a period of one year for examinations they conducted, in order to provide information in case of an appeal using various tools, equipment and/or processes.
16.	As requested, responds to candidate(s) to provide feedback regarding their interview rating(s) using various resources (e.g. interview notes, knowledge, interpersonal skills).
17.	Completes travel expense claims for reconciliation of travel related expenses using various resources (e.g. knowledge, policies, procedures, laws, rules) as needed.
18.	Completes attendance forms to provide information of time worked and services rendered